

Forward Plan of Delegated Key Decisions

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What is the Forward Plan?

The Forward Plan gives information about all decisions the Cabinet is expecting to take and significant decisions to be made by Council or other Council committees over the next four months.

It also contains information about decisions of significance to be taken in the forthcoming year.

What information is in the plan?

Each item shows either a provisional or confirmed date for when it will be considered by Cabinet. Where possible report authors will keep to the dates shown, but it may be necessary for items to be rescheduled.

An up to date Forward Plan is published on the Council's website monthly. New issues or changes to existing issues are set out in each plan or may be added directly to the website in between publication dates.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- contact details for further information

What is a key decision?

A key decision is an executive decision which is likely:-

- To result in the council incurring expenditure of more than £750,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

Inspection of documents

The agenda papers (including the reports and background papers) for Cabinet meetings are available 5 working days before the meeting on the council [website](#):

A printed copy of Forward Plan is available to view at the Town Hall.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee and Members Services at least 7 working days before the decision is due to be made. This can be done by contacting

Committee and Members Services

Oxford City Council, Town Hall, St Aldate's, Oxford OX1 1BX

cabinetreports@oxford.gov.uk

The Council's decision-making process

Further information about the Council's decision making process can be found in the Council's [Constitution](#) or inspected at the Town Hall.

Oxford City Council Cabinet Members and Senior Officers

Cabinet Member (councillors)	Portfolio
Susan Brown, Leader	Partnership Working and Inclusive Economic Growth
Ed Turner, Deputy Leader (Statutory)	Finance and Asset Management
Anna Railton, Deputy Leader	A Zero Carbon Oxford
Lubna Arshad	A Safer Oxford
Nigel Chapman	Citizen Focused Services and Council Companies
Alex Hollingsworth	Planning and Culture
Chewe Munkonge	A Healthy, Fairer Oxford and Small Business Champion
Linda Smith	Housing and Communities

Senior Officer	Job Title
Caroline Green	Chief Executive
Tom Bridgman	Deputy Chief Executive – Place
Tom Hook	Deputy Chief Executive – City and Citizens'

	Services
Helen Bishop	Director Communities and Citizens
Emma Jackman	Director of Law, Governance, and Strategy/Monitoring Officer
Nerys Parry	Director – Housing
David Butler	Director - Planning and Regulatory Services
Nigel Kennedy	Group Finance Director
Carolyn Ploszynski	Director – Economy, Regeneration, & Sustainability
Jane Winfield	Director – Property and Assets
Mish Tullar	Director - Corporate Strategy (Interim)

KEY DECISIONS DELEGATED TO OFFICERS

Key Delegated Decisions to the Chief Executive

ITEM 1: ID: I039388	Purchase of three affordable rented houses at Tucker Road, Blackbird Leys
<p>The Chief Executive, in consultation with the Deputy Leader and Cabinet Member for Finance and Asset Management, and Cabinet Member for Housing and Communities; the Group Finance Director (Section 151 Officer); and the Director of Law, Governance and Strategy (Monitoring Officer) to purchase by the Housing Revenue Account (HRA) three affordable housing units from Oxford City Housing Limited (OCHL) within this project approval, at Tucker Road, Blackbird Leys.</p> <p>The cost of the contract is restricted as per section 12A of the Local Government Act 1972.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Chief Executive Not before 10 Mar 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Chief Executive

Report Contact	Nick Butcher, Affordable Housing Development Manager nbutcher@oxford.gov.uk
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Key Delegated Decisions to the Deputy Chief Executive - Citizen and City Services

ITEM 2: ID: I039826	HRA Purchase - Land & Buildings at Sandy Lane, The Bunaglow
<p>For the Deputy Chief Executive – City and Citizens’ Services, in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance to enter into a HRA advanced purchase agreement with Admiral Homes to purchase 12 newly constructed homes, in accordance with planning at £235,000 per flat, to total £2,820,000. Purchase funds allocated into budget line for HRA additional acquisitions Right to Buy Receipts (RRTBR) approved at Cabinet on 17 April 2024.</p> <p>Address: The Bungalow Sandy Lane Oxford Oxfordshire OX4 6LL. Planning Reference: 24/01397/FUL.</p> <p>Subject to contract.</p>	
Key Decision	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	
Cabinet Lead Member	
Lead Officer	
Report Contact	

ITEM 3: ID: I032844	Social Housing Decarbonisation Fund: Wave 2.1
<p>For the Deputy Chief Executive - City & Citizen Services in consultation with the Group Finance Director (Section 151 Officer) to spend the HRA funds together with SHDF grant funding for the purposes of the proposed retrofit scheme, including entering into contracts with Oxford Direct Services for £2,000,000 and Vinci for</p>	

£4,000,000 to deliver the works.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet, Council 16 Nov 2022 Executive Director (Communities and People) Before 31 Dec 2028
Cabinet Lead Member	Cabinet Member for Housing and Communities, Cabinet Member for A Zero Carbon Oxford
Lead Officer	Head of Corporate Strategy
Report Contact	Mish Tullar, Head of Corporate Strategy mtullar@oxford.gov.uk

ITEM 4: ID: I038488	Enter into Development Agreement for 12 affordable homes at Goose Green, Wolvercote
<p>Deputy Chief Executive - Citizen and City Services in consultation with the Cabinet Member for Planning and Housing Delivery; the Cabinet Member for Housing; the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into agreements and contracts with Oxford City Housing Development Limited to facilitate the purchase by the Council of 12 affordable homes (social rent and First homes) and any associated land at Goose Green, Wolvercote.</p> <p>The cost of the contract is restricted as per section 12A of the Local Government Act 1972.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Executive Director (Communities and People) Not before 31 Jan 2025
Cabinet Lead Member	Cabinet Member for Housing and

	Communities
Lead Officer	Executive Director (Communities and People)
Report Contact	Nick Butcher, Affordable Housing Development Manager nbutcher@oxford.gov.uk

ITEM 5: ID: I039223	To Accept Grant Funding from Homes England
Deputy Chief Executive - Citizen and City Services, in consultation with the Cabinet Member for Housing and Communities, Director of Law, Governance and Strategy and Group Finance Director to receive draw down funding from Homes England, for a total of up to £4,075,500. This funding will be used for the affordable homes at the Northfield Hostel Site.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services Not before 3 Mar 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Anneri Gatial, Regeneration and Economy agatial@oxford.gov.uk

ITEM 6: ID: I039385	Enter into agreements to purchase, by the HRA, 80 affordable homes at Mill Lane, Marston from OCHL
The Deputy Chief Executive – City and Citizen Services, in consultation with the Cabinet Member for Housing and Communities; the Group Finance Director (Section 151 Officer); and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into agreements and facilitate the agreed purchase by the HRA of all the affordable housing units from OCHL within this project approval, for Mill Lane, Marston.	
The cost of the contract is restricted as per section 12A of the Local Government Act 1972.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]

Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services Not before 10 Mar 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	Nick Butcher, Affordable Housing Development Manager nbutcher@oxford.gov.uk

ITEM 7: ID: I039458	Maltfield House - Contract award from open tender
Maltfield House tender. Subject to contract, the JCT Design & Build contract has been tendered. An officer decision to award of contract to the successful bidder will be agreed and published at a later date.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services Not before 31 Mar 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	Andrew Dorrington, Affordable Housing Development Officer adorrington@oxford.gov.uk

ITEM 8: ID: I039634	Authority to draw down Homes England grant for Northfield Phase 1
Authority to draw down Homes England grant for Northfield Phase 1. Following acceptance for funding within the AHP 2021-2026 Northfield Hostel will shortly achieve grant claim milestones. Flexible grant draw down will be up to the value of £4,290,000.00. The final amount and date of draw down is tbc.	
Key Decision	Yes Involves spending or saving a significant

	amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – City and Citizens' Services
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	

Key decisions delegated to the Deputy Chief Executive - Place

ITEM 9: ID: I039752	Acquisition of remaining 174 units at Barton Park Phases 2&4 by OCC, directly from the developer.
<p>For the Deputy Chief Executive – Place, in consultation with the Deputy Chief Executive – City and Citizen Services; the Cabinet Member for Housing and Communities; the Cabinet Member for Finance and Asset Management; the Cabinet Member for Citizen Focused Services and Council Companies; the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into a contract with Barton (Oxford) LLP to acquire the remaining 174 units at Barton Park directly from the relevant phase developers for Phases 2 and 4 (“the developer”) at Barton Park as required under the overarching development agreement with Barton (Oxford) LLP. The acquisition of the units is to be delivered in up to 32 tranches over a 2-year construction programme. Details for the properties included in the development are listed below:</p> <p>Barton Fields Road (plots 145-149, 315-320, 324-335, 368-371) Barton Fields Road flat block G (plots 268-280) Barton Fields Road flat block J (plots 341-351) Bracken Close (plots 182-183) Buttercup Walk (plots 235-242) Dandelion Drive (187, 202-205) Dandelion Drive flat block F (plots 206-221) Doves Foot Way (plots 154-157) Mayweed Lane (plots 358-360, 366-367) Montford Way (plots 102-107, 115-119) Nettle Crescent (plots 386-390, 420-422, 430-436) Poplar Place (plots 188-199) Ryegrass Gardens (plots 372-383) Sedge Close (plots 424-425)</p>	

<p>Thistle Grove (plot 153) Willowherb Drive flat block B (plots 71-80) Willowherb Drive flat block C (plots 81-90) Willowherb Drive flat block E (plots 128-137)</p> <p>The cost of the acquisitions are restricted as per section 12A of the Local Government Act 1972.</p>	
Key Decision	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
Item open to the public or exempt	Fully exempt - Information which is likely to reveal the identity of an individual.
Decision Taker and date decision expected to be taken by	
Cabinet Lead Member	
Lead Officer	
Report Contact	

ITEM 10: ID: I038234	Housing Infrastructure Funding for Osney Mead - revised implementation arrangements
<p>For the Deputy Chief Executive - Place, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to finalise the drafting of agreements and enter into ancillary grant agreements with the Environment Agency, to enable the transfer of £4,350,000 of the Housing Infrastructure Funding</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 16 Nov 2022 Deputy Chief Executive – Place Before 31 Dec 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Deputy Chief Executive – Place

	Director of Economy, Regeneration & Sustainability
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 11: ID: I032500	Appointment of a contractor for the Oxpens River Bridge
The decision enables work to progress on the design, programme and cost for the delivery of the Oxpens River Bridge. The PCSA covers work necessary in advance of entering into a delivery contract.	
Key Decision	Yes
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Cabinet 16 Nov 2022 Deputy Chief Executive – Place Before 31 Dec 2028 Executive Director (Communities and People) Before 31 Dec 2028
Cabinet Lead Member	Cabinet Member for Planning
Lead Officer	Deputy Chief Executive – Place
Report Contact	Steve Weitzel, Regeneration Manager sweitzel@oxford.gov.uk

ITEM 12: ID: I038484	Contract for Select Licensing Property Inspections
For the Deputy Chief Executive - Place, in consultation with the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into a contract with Buckingham Futures, for £790,500 for 1 year (with an option to extend for up to three years in total) as part the Selective Licensing scheme.	
This will deliver up to 1,300 property licensing Housing Health and Safety Rating System (HHSRS) inspections per annum for 12 months with an option to extend up to 2 additional 12 months periods based on performance and at the Council's entire	

discretion. If extended to give three years total, the expected total inspections to be around 3,900. These inspections will be lower risk properties allowing the council to focus resources on enforcement of the scheme.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Not before 17 Mar 2025
Cabinet Lead Member	Cabinet Member for Planning
Lead Officer	Deputy Chief Executive – Place
Report Contact	David Butler, Director of Planning & Regulatory Services dbutler@oxford.gov.uk

ITEM 13: ID: I038699	Disposal of Land - Foxwell Drive
At the Cabinet meeting on 16 October 2024 approval was given to delegate authority to Deputy Chief Executive – Place, in consultation with the Director of Law, Governance and Strategy (Monitoring Officer), Group Finance Director (Section 151 Officer) and the Deputy Leader (statutory) to enter into an Option Agreement based on the approved Heads of Terms with Ruskin College which permit Ruskin College to purchase a section of land on Foxwell Drive in the event Ruskin College secure a planning consent for the land known as Ruskin Field.	
Key Decision	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Not before 31 Mar 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Deputy Chief Executive – Place
Report Contact	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

ITEM 14: ID: I039395	Sale of land to OCHL to facilitate development of 80 affordable homes at Mill Lane, Marston
The Deputy Chief Executive – Place, in consultation with the Deputy Chief Executive – City and Citizen Services; the Cabinet Member for Planning, the Group Finance Director (Section 151 Officer), the Director of Law, Governance and Strategy	

(Monitoring Officer) to approve and facilitate the sale of the council owned site, to facilitate the Oxford City Housing Limited (OCHL) development and the subsequent acquisition of affordable dwellings by the Housing Revenue Account (HRA), within this project approval for Mill Lane, Marston.

The cost of the contract is restricted as per section 12A of the Local Government Act 1972.

Key Decision	Not Key
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Deputy Chief Executive – Place Not before 10 Mar 2025
Cabinet Lead Member	Cabinet Member for Planning
Lead Officer	Director of Planning and Regulatory Services
Report Contact	Deputy Chief Executive – Place

Key Decisions Delegated to the Group Finance Director

ITEM 15: ID: I039539	Oxfordshire Business Rates Distribution Agreement 2025/26
To agree to enter into the Oxfordshire Business Rates Distribution Agreement for 2025/26 the Council to receive up to £1million - £1.5 million.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Group Finance Director Not before 31 Mar 2025
Cabinet Lead Member	Councillor Ed Turner
Lead Officer	Group Finance Director
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

Key Decisions delegated to the Director of Housing

ITEM 16: ID: I034330	Resettlement Commitments for New Refugee Families
The Director of Housing in consultation with the Group Finance Director (Section 151 Officer), the Director of Law, Governance and Strategy (Monitoring Officer) and the	

Cabinet Member for Housing, to enter into a contract with Asylum Welcome, with the contract payment of £1.3 million for the provision of person-centred support.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Jul 2023 Director of Housing Before 31 Dec 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities Cabinet Member for Housing and Communities
Lead Officer	Executive Director (Communities and People) Director of Housing
Report Contact	Alan Chandler, Senior Refugee and Migrant Officer achandler@oxford.gov.uk

Key Decisions delegated to the Director of Regeneration, Economy and Sustainability

ITEM 17: ID: I038814	Funding Agreement for the transfer of the HIF funding for Osney Mead to the Environment Agency for OFAS
<p>Entering into a funding agreement with the Environment Agency to claim, and when received, to transfer up to £4.35m of HIF funding to the EA to support the delivery of the Oxford Flood Alleviation Scheme.</p> <p>Delegated by Cabinet on 19 September 2023 to the Director of Regeneration, Economy and Sustainability, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Group Finance Director (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to finalise the drafting of agreements and enter into ancillary grant agreements with Oxfordshire County Council and the Environment Agency and take any other steps necessary to enable or facilitate the claiming of the HIF funding.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial

	Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Director of Economy, Regeneration & Sustainability Before 31 Mar 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

ITEM 18: ID: I039954	Utility Procurement Contract Extension 2026 – 2028
<p>Director of Economy, Regeneration and Environmental Sustainability in consultation with Group Finance Director, Director of Law, Governance and Strategy and the Cabinet member for Zero Carbon Oxford to extend the current Access Agreement Contract with Kent County Council for their representative LASER to provide utilities procurement services to the Council for the 26-28 period.</p> <p>The contract value for LASER's procurement services is £35.9k per year, however, they will procure energy contracts for the Council which will have a total value of up to £4m.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Director of Economy, Regeneration & Sustainability Not before 3 Jun 2025
Cabinet Lead Member	Cabinet Member for A Zero Carbon Oxford
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Alice Jones, Carbon Reduction Project Manager ajones@oxford.gov.uk

Key Decisions Delegated to the Director of Property and Assets

ITEM 19:	Officer Decision to dispose of the long leasehold interests in 9,
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ID: I039949	10, 16a & 16b Ship Street and 10 St Michaels Street
Subject to cabinet decision (separate forward plan entry for June 2025 cabinet), this is a delegated officer decision to dispose of the long leasehold interests of those subject properties.	
Key Decision	Yes Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
Item open to the public or exempt	Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Decision Taker and date decision expected to be taken by	Director of Property Assets Not before 23 Jun 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Property Assets
Report Contact	